



UNIT

C

Excel 2010

Microsoft Excel 2010- Illustrated

Unit C: Formatting a Worksheet

Objectives

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns

Objectives

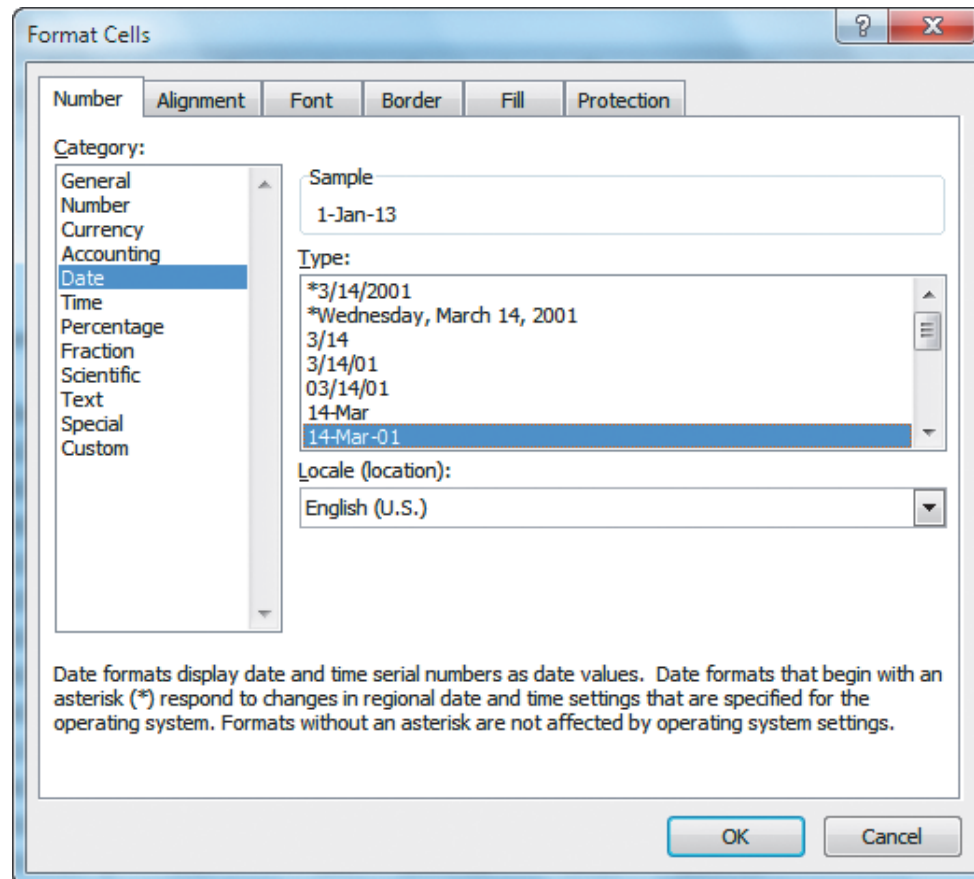
- Apply colors, patterns, and borders
- Apply conditional formatting
- Rename and move a worksheet
- Check spelling

Formatting Values

- The **format** of a cell determines how the labels and values look
 - Bold, italic, dollar signs, commas, etc.
- Formatting does not change the data only its appearance
- Select a cell or a range, then apply formatting

Formatting Values

Format Cells dialog box



Changing Font and Font Sizes

- A **font** is the name for a collection of characters with a similar, specific design
- Font size is the physical size of text
 - Measured in **points**
 - 1 point = 1/72 of an inch
- The default font in Excel is 11-point Calibri

Changing Font and Font Sizes

Font list

Font list
arrow

Font size
list arrow

Click a font
to apply it

EX C-QST Advertising Expenses.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Calibri 11 A A

Font list arrow

Font size list arrow

Click a font to apply it

Font list:

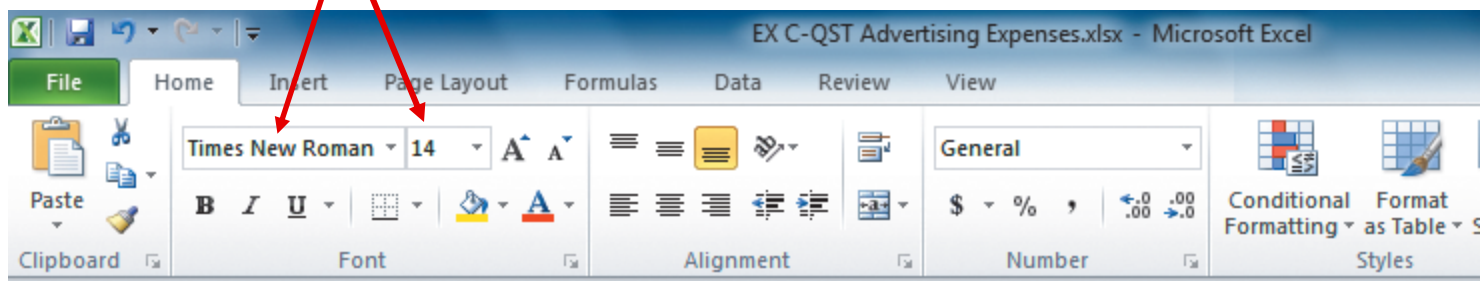
- SimSun
- SimSun-ExtB
- Small Fonts
- Snap ITC
- STENCIL
- Sylfaen
- Symbol
- System
- Tahoma
- Tempus Sans ITC
- Terminal
- Times New Roman**
- Traditional Arabic
- Trebuchet MS
- Tunga
- Tw Cen MT
- Tw Cen MT Condensed
- Tw Cen MT Condensed Extra Bold
- Utsaah
- Vani
- Verdana

Level Advertising Expenses				F	G	H	I	J	K	L
									Sales Tax	0.0875
				Ext. Cost	Sales Tax	Total		% of Total		
				376.70	32.96	409.66		0.7%		
				3,750.00	328.13	4,078.13		6.9%		
				2,325.00	203.44	2,528.44		4.3%		
				4,217.68	369.05	4,586.73		7.8%		
				39.56	3.46	43.02		0.1%		
				1,211.04	105.97	1,317.01		2.2%		
				30.75	2.69	33.44		0.1%		
				3,750.00	328.13	4,078.13		6.9%		
				2,037.40	178.27	2,215.67		3.7%		
				452.04	39.55	491.59		0.8%		
				150.68	13.18	163.86		0.3%		
				1,134.00	99.23	1,233.23		2.1%		
				4,217.68	369.05	4,586.73		7.8%		
				47.82	4.18	52.00		0.1%		
				47.30	4.14	51.44		0.1%		
				1,211.04	105.97	1,317.01		2.2%		
				2,325.00	203.44	2,528.44		4.3%		
				7,500.00	656.25	8,156.25		13.8%		
				452.04	39.55	491.59		0.8%		

Changing Font and Font Sizes

Worksheet with formatted title and labels

Font and size of active cell or range



EX C-QST Advertising Expenses.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Paste Clipboard Font Alignment Number Styles

Times New Roman 14 A A

General

\$ % , .0 .00

Conditional Formatting as Table

A3 fx Type

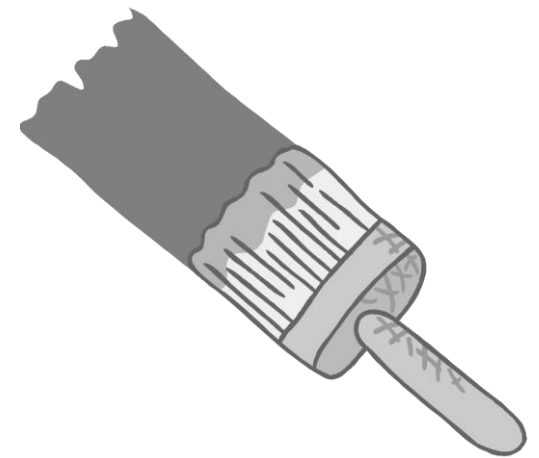
	A	B	C	D	E	F	G	H	I	J
1	Quest Specialty Travel Advertising Expenses									
2										
3	Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cost	Sales Ta	Total		% of Total
4	Newspaper	1-Jan-13	31-Jan	\$ 75.34	5	376.70	32.96	409.66		0.7%
5	TV Spons	7-Jan-13	6-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13		6.9%

Changing Font Styles and Alignment

- **Attributes** are styling formats such as bold, italics, and underlining
- **Alignment** determines the position of data in a cell
 - Left, right, or center

Changing Font Styles and Alignment

- The **Format Painter** allows you to copy all formatting attributes of selected cells and apply them to other cells
 - Use to copy multiple format settings or individual ones



Changing Font Styles and Alignment

Worksheet with font styles and alignment applied

The screenshot shows the Microsoft Excel 2010 interface with the 'EX C-QST Advertising Expenses.xlsx' file open. The 'Font' and 'Alignment' tabs are visible in the ribbon. The worksheet contains a table with advertising expenses data. The title 'uest Specialty Travel Advertising Expens' is centered across columns A through J. The column headings are bold and underlined. The data rows show various advertising types like Newspaper, TV Spons, Podcasts, TV comme, Web page, Magazine, Pens, and Billboard, along with their dates, costs, quantities, and percentages of the total.








Callouts highlight the following features:

- Formatting buttons selected:** Points to the 'B' (Bold) and 'U' (Underline) buttons in the Font group.
- Center button:** Points to the 'Center' button in the Alignment group.
- Merge & Center button:** Points to the 'Merge & Center' button in the Alignment group.
- Title centered across columns:** Points to the title 'uest Specialty Travel Advertising Expens' which is centered across columns A through J.
- Column headings centered, bold, and underlined:** Points to the first row of the table (row 3) which contains the column headings.

Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total	% of Total
Newspape	1-Jan-13	31-Jan	\$ 75.34	5	376.70	32.96	409.66	0.7%
TV Spons	7-Jan-13	6-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13	6.9%
Podcasts	20-Jan-13	19-Feb	\$ 77.50	30	2,325.00	203.44	2,528.44	4.3%
TV comme	1-Jan-13	31-Jan	\$1,054.42	4	4,217.68	369.05	4,586.73	7.8%
Web page	13-Jan-13	12-Feb	\$ 0.17	230	39.56	3.46	43.02	0.1%
Magazine	7-Jan-13	6-Feb	\$ 100.92	12	1,211.04	105.97	1,317.01	2.2%
Pens	5-Jan-13	4-Feb	\$ 0.12	250	30.75	2.69	33.44	0.1%
TV Spons	15-Jan-13	14-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13	6.9%
Billboard	12-Jan-13	11-Feb	\$ 101.87	20	2,037.40	178.27	2,215.67	3.7%
Newspape	25-Jan-13	24-Feb	\$ 75.34	6	452.04	39.55	491.59	0.8%
Newspape	1-Feb-13	3-Mar	\$ 75.34	2	150.68	13.18	163.86	0.3%

Changing Font Styles and Alignment

Common font and alignment buttons

button	description	button	description
	Bolds text		Aligns text at the left edge of the cell
	Italicizes text		Centers text horizontally within the cell
	Underlines text		Aligns text at the right edge of the cell
	Centers text across columns, and combines two or more selected, adjacent cells into one cell		

Adjusting Column Width

- Adjust column widths to accommodate data
 - Default column width is **8.43** characters wide (a little less than one inch)
 - One or more columns can be adjusted using the Ribbon, the shortcut menu, or the mouse

Adjusting Column Width

Common column formatting commands

command	description	available using
Column Width	Sets the width to a specific number of characters	Format button; shortcut menu
AutoFit Column Width	Fits to the widest entry in a column	Format button; mouse
Hide & Unhide	Hides or displays hidden column(s)	Format button; shortcut menu
Default Width	Resets column to worksheet's default column width	Format button

Adjusting Column Width

Preparing to change the column width

Excel 2010 interface showing the 'Preparing to change the column width' step. The spreadsheet displays advertising expenses data. The ribbon shows the 'Format' button, and the spreadsheet shows the 'Type' column header.

Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cos	Sales Ta	Total	% of Total
Newspaper	1-Jan-13	31-Jan	\$ 75.34	5	376.70	32.96	409.66	0.7%
TV Sponsc	7-Jan-13	6-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13	6.9%
Podcasts	20-Jan-13	19-Feb	\$ 77.50	30	2,325.00	203.44	2,528.44	4.3%
TV comme	1-Jan-13	31-Jan	\$1,054.42	4	4,217.68	369.05	4,586.73	7.8%
Web page	13-Jan-13	12-Feb	\$ 0.17	230	39.56	3.46	43.02	0.1%
		6-Feb	\$ 100.92	12	1,211.04	105.97	1,317.01	2.2%
		4-Feb	\$ 0.12	250	30.75	2.69	33.44	0.1%
		14-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13	6.9%
		11-Feb	\$ 101.87	20	2,037.40	178.27	2,215.67	3.7%
Newspaper	23-Jan-13	24-Feb	\$ 75.34	6	452.04	39.55	491.59	0.8%
Newspaper	1-Feb-13	3-Mar	\$ 75.34	2	150.68	13.18	163.86	0.3%
T-Shirts	3-Feb-13	5-Mar	\$ 5.67	200	1,134.00	99.23	1,233.23	2.1%
TV comme	1-Feb-13	3-Mar	\$1,054.42	4	4,217.68	369.05	4,586.73	7.8%
Newspaper	1-Mar-13	31-Mar	\$ 23.91	2	47.82	4.18	52.00	0.1%
Web page	28-Feb-13	30-Mar	\$ 0.17	275	47.30	4.14	51.44	0.1%
Magazine	27-Feb-13	29-Mar	\$ 100.92	12	1,211.04	105.97	1,317.01	2.2%
Podcasts	22-Feb-13	24-Mar	\$ 77.50	30	2,325.00	203.44	2,528.44	4.3%
TV Sponsc	1-Feb-13	3-Mar	\$ 250.00	30	7,500.00	656.25	8,156.25	13.8%
Newspaper	25-Feb-13	27-Mar	\$ 75.34	6	452.04	39.55	491.59	0.8%
Web page	10-Mar-13	9-Apr	\$ 0.17	275	47.30	4.14	51.44	0.1%
TV Sponsc	15-Feb-13	17-Mar	\$ 250.00	25	6,250.00	546.88	6,796.88	11.5%
Pens	15-Mar-13	14-Apr	\$ 0.12	250	30.75	2.69	33.44	0.1%
TV comme	1-Mar-13	31-Mar	\$1,054.44	4	4,217.76	369.05	4,586.81	7.8%

Resize pointer

Format button

Inserting and Deleting Rows and Columns

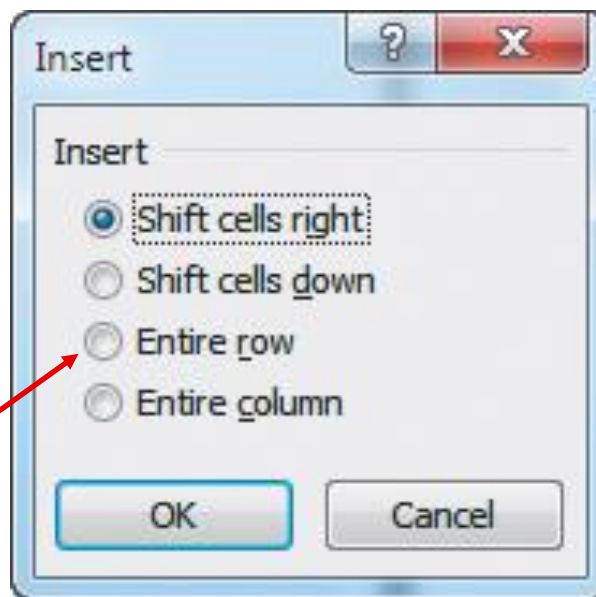
- When you insert a new **row**, the contents of the worksheet shift **down** from the newly inserted row
- When you insert a new **column**, the contents of the worksheet shift to the **right** of the new column

Inserting and Deleting Rows and Columns

- Excel inserts rows above the cell pointer and columns to the left
- Insert multiple rows or columns by selecting the same number of row or column headings to be inserted

Inserting and Deleting Rows and Columns

Insert dialog box



Entire row
option button

Inserting and Deleting Rows and Columns

- When you delete a row, the contents of the worksheet shift up
- When you delete a column, the contents of the worksheet shift to the left
- Delete multiple rows or columns by selecting all of the row or column headings to be deleted

Applying Colors, Patterns, and Borders

- You can add **enhancements** such as colors, patterns, and borders by using:
 - Border and Fill Color buttons in the Font group on the Home tab of the Ribbon and on the Mini toolbar, or
 - Fill tab and Border tab in the Format Cells dialog box

Applying Colors, Patterns, and Borders

- **Cell styles** are pre-designed combinations of formatting attributes
 - Use the Cell Styles button in the Styles group on the Home tab

Applying Colors, Patterns, and Borders

LivePreview of fill color

Cell styles button

Font Color list arrow

Fill Color list arrow

Cell A1 previewed

Type	Inv. Date	Quantity	Ext. Cost	Sales Tax	Total
Newspaper	1-Jan-13	5	376.70	32.96	409.66
TV Sponsor	7-Jan-13	15	3,750.00	328.13	4,078.13
Podcasts	20-Jan-13	30	2,325.00	203.44	2,528.44
TV commercials	1-Jan-13	4	4,217.68	369.05	4,586.73
Web page asd	13-Jan-13	230	39.56	3.46	43.02
Magazine	7-Jan-13	12	1,211.04	105.97	1,317.01
	4-Feb	250	30.75	2.69	33.44
	4-Feb	15	3,750.00	328.13	4,078.13
	1-Feb	20	2,037.40	178.27	2,215.67

Applying Conditional Formatting

- Excel can format cells based on specific results
 - Automatic application of formatting attributes on cell values is called **conditional formatting**
 - Different formats are automatically applied if the data meets conditions you specify

Applying Conditional Formatting

- Data bars are a type of conditional formatting that visually illustrate differences among values

Applying Conditional Formatting

Previewing a data bars in a range

The screenshot shows the Excel 2010 interface with the 'Conditional Formatting' menu open. The 'Data Bars' option is highlighted, and a red box is drawn around it. A red arrow points from this box to a data bar in cell G21, which contains the value 8,156.25. The spreadsheet data is as follows:

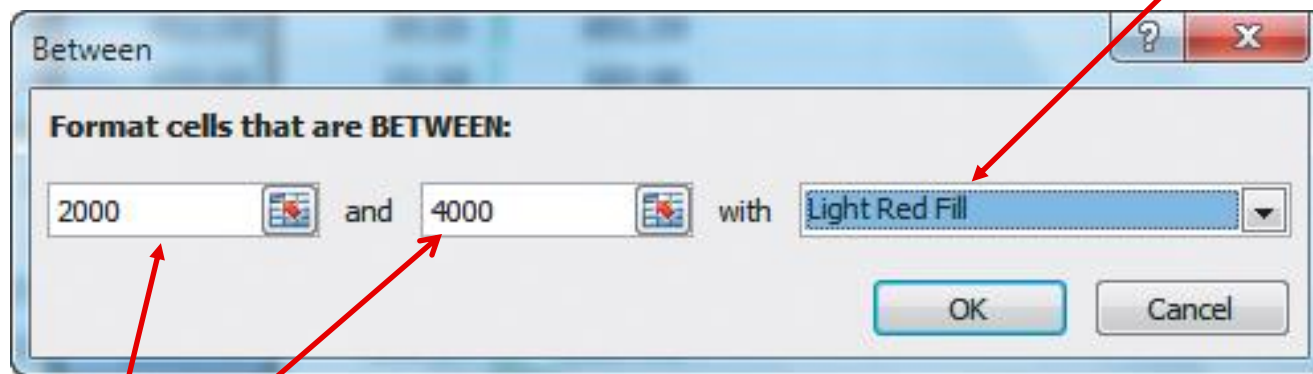
	A	B	C	D	E	F	G
5	TV Sponsor	7-Jan-13	6-Feb	\$ 250.00	15	3,750.00	328.13
6	Podcasts	20-Jan-13	19-Feb	\$ 77.50	30	2,325.00	203.44
7	TV commercials	1-Jan-13	31-Jan	\$ 1,054.42	4	4,217.68	369.05
8	Web page asd	13-Jan-13	12-Feb	\$ 0.17	230	39.56	3.46
9	Magazine	7-Jan-13	6-Feb	\$ 100.92	12	1,211.04	105.97
10	Pens	5-Jan-13	4-Feb	\$ 0.12	250	30.75	2.69
11	TV Sponsor	15-Jan-13	14-Feb	\$ 250.00	15	3,750.00	328.13
12	Billboard	12-Jan-13	11-Feb	\$ 101.87	20	2,037.40	178.27
13	Newspaper	25-Jan-13	24-Feb	\$ 75.34	6	452.04	39.55
14	Newspaper	1-Feb-13	3-Mar	\$ 75.34	2	150.68	13.18
15	T-Shirts	3-Feb-13	5-Mar	\$ 5.67	200	1,134.00	99.23
16	TV commercials	1-Feb-13	3-Mar	\$ 1,054.42	4	4,217.68	369.05
17	Newspaper	1-Mar-13	31-Mar	\$ 23.91	2	47.82	4.18
18	Web page ads	28-Feb-13	30-Mar	\$ 0.17	275	47.30	4.14
19	Magazine	27-Feb-13	29-Mar	\$ 100.92	12	1,211.04	105.97
20	Podcasts	22-Feb-13	24-Mar	\$ 77.50	30	2,325.00	203.44
21	TV Sponsor	1-Feb-13	3-Mar	\$ 250.00	30	7,500.00	656.25
22	Newspaper	25-Feb-13	27-Mar	\$ 75.34	6	452.04	39.55
23	Web page ads	10-Mar-13	9-Apr	\$ 0.17	275	47.30	4.14
24	TV Sponsor	15-Feb-13	17-Mar	\$ 250.00	25	6,250.00	546.88
25	Pens	15-Mar-13	14-Apr	\$ 0.12	250	30.75	2.69
26	TV commercials	1-Mar-13	31-Mar	\$ 1,054.44	4	4,217.76	369.05
27	Podcasts	20-Mar-13	19-Apr	\$ 75.50	30	2,265.00	198.19
28	Newspaper	21-Mar-13	20-Apr	\$ 75.34	2	150.68	13.18
29	Podcasts	23-Mar-13	22-Apr	\$ 77.50	30	2,325.00	203.44
30	Billboard	28-Mar-13	27-Apr	\$ 101.87	20	2,037.40	178.27

Data bars

Applying Conditional Formatting

Between dialog box

Format when conditions met



Input boxes

Applying Conditional Formatting

Worksheet with conditional formatting

EX C-QST Advertising Expenses.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Accounting \$ % , .00 .00

Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Find & Filter Select

F8 =D8*E8

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Quest Specialty Travel Advertising Expenses									Sales Tax	0.0875		
2													
3	<u>Type</u>	<u>Inv. Date</u>	<u>Inv. Due</u>	<u>Cost ea.</u>	<u>Quantity</u>	<u>Ext. Cost</u>	<u>Sales Tax</u>	<u>Total</u>					
4	Newspaper	1-Jan-13	31-Jan	\$ 75.34	5	376.70	32.96	409.66					
5	TV Sponsor	7-Jan-13	6-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13					
6	Podcasts	20-Jan-13	19-Feb	\$ 77.50	30	2,325.00	203.44	2,528.44					
7	TV commercials	1-Jan-13	31-Jan	\$ 1,054.42	4	3,975.55	347.86	4,323.41					
8	Web page asd	13-Jan-13	12-Feb	\$ 0.17	230	39.56	3.46	43.02					
9	Magazine	7-Jan-13	6-Feb	\$ 100.92	12	1,211.04	105.97	1,317.01					
10	Pens	5-Jan-13	4-Feb	\$ 0.12	250	30.75	2.69	33.44					
11	TV Sponsor	15-Jan-13	14-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13					
12	Billboard	12-Jan-13	11-Feb	\$ 101.87	20	2,037.40	178.27	2,215.67					

Renaming and Moving a Worksheet

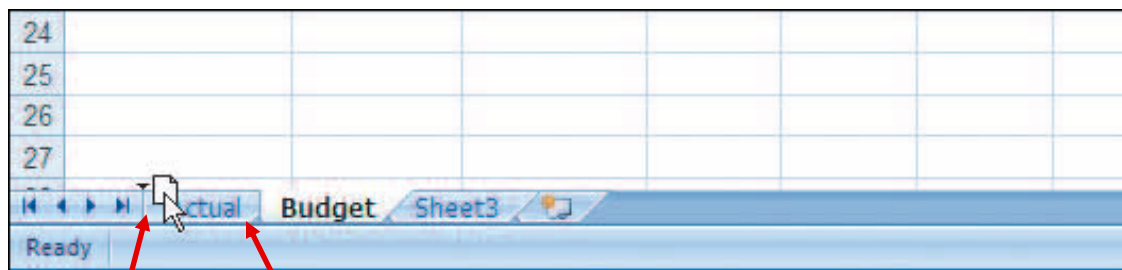
- By default, an Excel workbook initially contains **three** worksheets, named Sheet1, Sheet2, and Sheet3
- To move to another sheet, click its sheet tab

Naming and Moving a Sheet

- To make it easier to identify the sheets, you can **rename** each sheet and add **color** to the tabs
- You can change the order of sheets by **dragging** the sheet tabs

Naming and Moving a Sheet

Moving the Budget sheet



Sheet
relocation
pointer

Sheet1
renamed

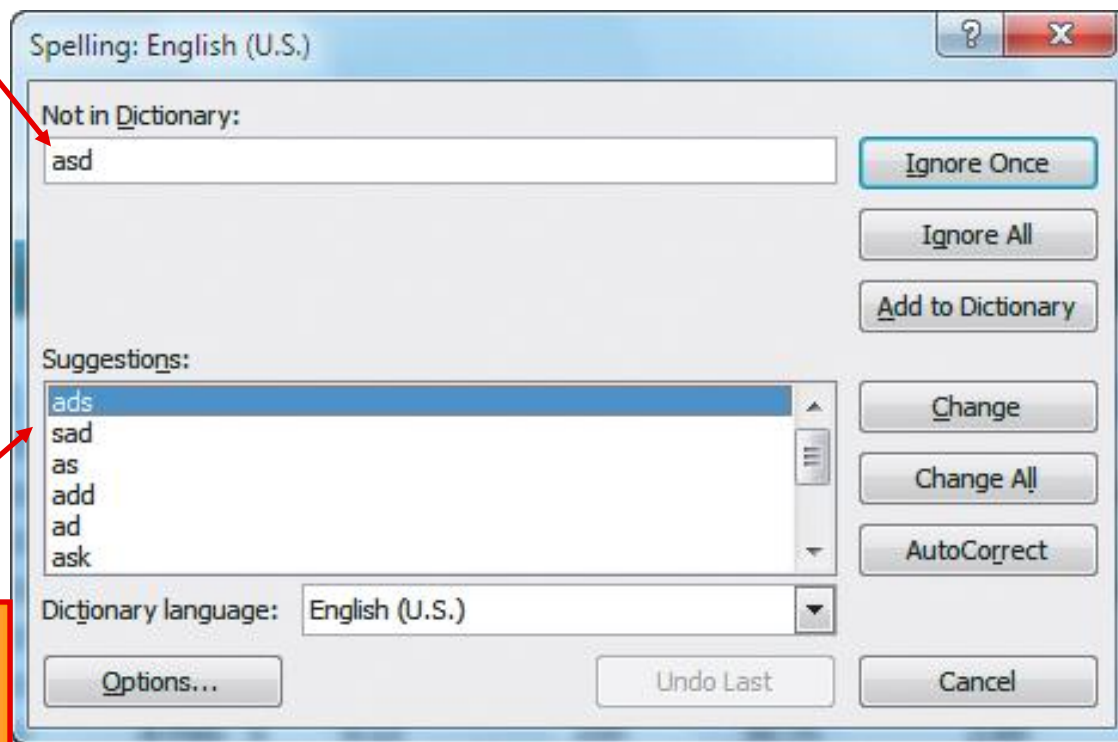
Checking Spelling

- **Spelling checker** scans the worksheet and flags possible mistakes and suggests corrections
 - To check other worksheets in a workbook, display the worksheet and run the spelling checker again
 - Add words that are spelled correctly but are not recognized by the spelling checker

Checking Spelling

Spelling English (U.S.) dialog box

Misspelled
word



Replacement
word
suggestions

Summary

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns

Summary

- Apply colors, patterns, and borders
- Apply conditional formatting
- Rename and move a worksheet
- Check spelling